

STATE OF HAWAII
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103F, HRS

15 MAR 13 A8:10

To: Chief Procurement Officer

From: Dept. of Health/ Chronic Disease Prevention and Health Promotion Division
Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

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| 1. Title and description of health and human service(s): | |
| The Chronic Disease Prevention and Health Promotion Division (CDPHPD) Nutrition Education Network contracts with community/non-government agencies to provide nutrition education and social marketing to prevent obesity and improve nutrition amongst low-income and Supplemental Assistance Program (SNAP)(formerly called the Food Stamp Program) eligible populations and participates in the USDA SNAP-Ed reimbursement program to obtain expanded funding for their agencies. | |
| 2. Provider Name and Address: | multiple providers |
| 3. Total Contract Funds: | \$1,200,000 |
| Contract Funds per Year (if applicable): | \$400,000 |
| 4. Reference number of Previous Request for this Service (if applicable): | PEH No. 07-32
PEH No. 07-32A-1
PEH No. 11-31
PEH No. 12-19
PEH No. 12-30 |
| 5. Term of Contract: | Start: 10/1/15
End: 9/30/18 |

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:

CDPHPD NEN has an existing approved Exemption from Chapter 103F, HRS, PEH No. 12-30 from March 14, 2012 until September 30, 2015.

CDPHPD NEN is contracted with the Hawai'i Dept. of Human Services (DHS) to develop the administrative infrastructure to implement SNAP-Ed and contract with any number of providers to provide nutrition education for the SNAP eligible population through the USDA SNAP-Ed Program, which provides federal reimbursement to programs meeting the SNAP-Ed Plan Guidance and the expenditure rules outlined in the Guidance.

CDPHPD NEN is required by USDA through DHS to submit a yearly application specifically naming each provider, along with specific project program plans, and budgets for approval of planned activities and budget. The budget period is from October 1 to September 30 of each year. However, if there are unspent funds, the USDA permits the unspent funds be carried over in the following fiscal year to complete expenditure. Once approved, project(s) will receive reimbursement for all allowable expenditures incurred from October 1 to September 30 for the fiscal year the project(s) were given approval.

This is a request for an extension of PEH No. 12-30 to extend the exemption period until Federal Fiscal Year 2018 (FFY18) (ending September 30, 2018). CDPHPD has received funding for FFY15 which includes an automatic no-cost extension for an additional year which has a final expenditure date of September 30, 2016. CDPHPD NEN receives annual allocations of funding and does not anticipate any changes in the funding process. It expects to receive funding for FFY16 and 17 which will also include no-cost extensions with the final expenditure dates of September 30, 2017 and September 30, 2018 respectively.

Because of ongoing projects and USDA encourages continuation of projects, CDPHPD wishes to continue existing contracts which includes:

1. Young Men's Christian Association of Honolulu dba YMCA of Honolulu
1441 Pali Highway, Honolulu Hawai'i 96813
2. Kokua Kalihi Valley Comprehensive Family Services
2239 N. School Street, Honolulu, Hawai'i 96819
3. The Kohala Center, Inc.
P.O. Box 437462, Kamuela, Hawai'i 96743

The contract amounts provided to existing contracts varies annually depending on the actual amount provided by the SNAP-Ed program and the activities approved by USDA. Provider activities, plans and budget are conditioned upon approval from the USDA who reviews and approves the activities and amount in accordance with the prevailing USDA SNAP-Ed Guidance (Guidance) to determine fair and reasonableness of provider awards.


If extra funds are available, CDPHPD NEN will extend funding to other providers. However, availability of extra funds is not known or determined until the end of the Department of Human Services (DHS)/CDPHPD planning process. Development and write up of provider proposed project descriptions for submission to USDA for approval requires about 4-5 months time. Availability of extra funds will not be known until about 1 to 2 months prior to the deadline for submitting plan proposals to USDA. Because the time frame is too short to conduct and issue a RFP in addition to developing the project description proposal for USDA, CDPHPD proposes to issue a RFI, and also send notice to stakeholder groups of identified communities approved by USDA for conducting SNAP-Ed programs, and also the Hawai'i Primary Care Association to give notice of availability of extra funds to potential providers. The number of providers is limited because of USDA SNAP-Ed qualifying requirements.

The HHI NEN Program is an ongoing program with continuous annual recruitment based on the availability of Federal funding. There is no foreseeable end to the program.

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7.	Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: The existing providers have ongoing projects. Final selection of new providers must be reviewed and approved by USDA. CDPHPD plans to conduct a RFI and provide notification to interested parties.
8.	Describe the state agency's internal controls and approval requirements for the exempted procurement: CHPHPD NEN follows the SNAP-Ed Plan Guidance issued for each Federal Fiscal Year in submitting the Hawaii state plan and the project provider program plans and budget. CHPHPD NEN also follows the Guidance in evaluating and monitoring project progress and checking compliance with allowed fiscal activities .
9.	List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: The Department of Health Nutrition Education Network Coordinator, Tina Tamai, will be responsible for oversight of the approval process and administration of the contract.
10.	Direct questions to (name & position): <div style="text-align: right;">Tina Tamai, Nutrition Education Network Coordinator</div> Phone number: <div style="text-align: right;">586-4633</div> e-mail address: <div style="text-align: right;">tina.tamai@doh.hawaii.gov</div>

I certify that the information provided above is to the best of my knowledge true and correct.

 <i>Department Head Signature</i>	<div style="border-bottom: 1px solid black; display: inline-block; padding-bottom: 2px;">MAR 12 2015</div> <i>Date</i>
<div style="border-bottom: 1px solid black; display: inline-block; padding-bottom: 2px;">Virginia Pressler, Director</div> <i>Typed Name</i>	

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Chief Procurement Officer, State
Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

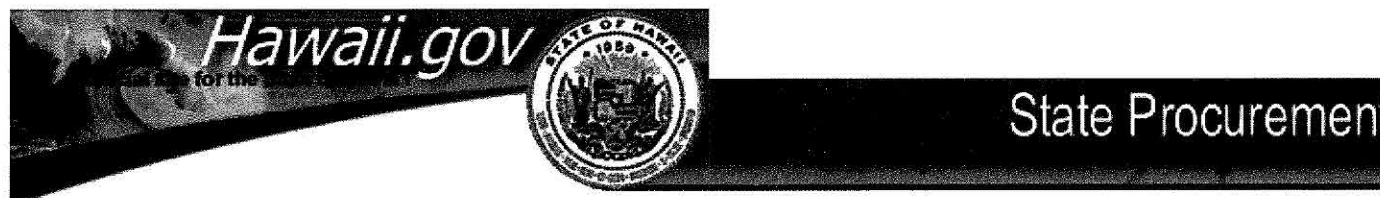
This approval is for the procurement process only. Service providers are required to be compliant with applicable laws and provide proof of compliance, if applicable. This award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

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<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> NO ACTION
		4/21/15
_____ Chief Procurement Officer Signature		_____ Date

Please ensure adherence to applicable administrative requirements.



Requests for CPO Approvals for Health and Human Services Detail

Type: Exempt
Number: 15-15
Department: Health
Division: Administrative Services Office
Branch:
Provider(s): various
Total Contract Amount: \$1,200,000
Amount Per Year: \$400,000
Start Date: 10/01/2015
End Date: 09/30/2018
Service: Nutrition education and social marketing to prevent obesity and improve nutrition amongst low-income and Supplemental Assistance Program SNAP eligible populations

CPO

Comments:

Other Comments: Providers are Young Men's Christian Association of Honolulu dba YMCA of Honolulu Kokua Kalihi Valley Comprehensive Family Services and The Kohala Center Inc. and other possible qualified providers.

Date Posted 03/13/2015

Status: Pending

Status Date: 03/13/2015

See the Request

(Click on the name to view in a new window.

Right click the name and click on "Save Target As" to download to your computer)

PEH No. 15-15 (Uploaded: 03/13/15)